



CITY OF HOUSTON

Job Posting

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1	<i>Applications accepted from:</i>	ALL PERSONS INTERESTED
2	<i>Job Classification</i>	PART-TIME
3	<i>Posting Number</i>	LIBRARY SERVICE SPECIALIST (Youth Services)
4	<i>Department</i>	PN# 106390
5	<i>Division</i>	Library Department
6	<i>Section</i>	Library Operations*
7	<i>Reporting Location</i>	Youth Services*
8	<i>Workdays & Hours</i>	500 McKinney*
		Rotating Schedule*

*Subject to change

9 **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Under the direction of the Youth Services Coordinator, oversees the Early Literacy Initiatives, which includes scheduling, working with the program facilitators as well as branch library staff, publicizing the programs and providing training for the program facilitators. Participates in outreach services to the community. Plans and makes presentations in English and in Spanish to parents of babies and toddlers. Assists with additional Youth Services initiatives such as the Summer Reading Program, El día de los niños and National Children’s Book Week. Performs other task essential to the achievement of efficient library operations. Requires some evening and weekend shift (Saturday and Sunday) work.

10 **WORKING CONDITIONS**

Position requires stooping, bending and lifting library materials up to 20 pounds; pushing loaded book trucks up to 100 pounds. Must be able to move freely throughout the unit to file/retrieve library materials. Must be able to use a computer to access/input information. Must be able to communicate effectively orally and in writing.

11 **MINIMUM EDUCATIONAL REQUIREMENTS**

Bachelor’s degree in Library Science or a closely related field.

12 **MINIMUM EXPERIENCE REQUIREMENTS** None

13 **MINIMUM LICENSE REQUIREMENTS** None

14 **PREFERENCES**

Experience in working with early literacy initiatives. Good organizational, interpersonal and communication skills as well as the ability and desire to make presentations to large groups at city and state conferences. Must love working with babies and toddlers and in assisting parents with tools necessary to help their children learn. Ability to read, write and speak in English and Spanish a necessity. Customer/Public service experience strongly preferred. Current computer skills including Microsoft Windows (Word, Excel, Access) strongly preferred. Bilingual (Spanish) preferred.

15 **SELECTION/SKILLS TESTS REQUIRED** None

16 **SAFETY IMPACT POSITION**

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 **SALARY INFORMATION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 13
\$965 - \$1246 Biweekly \$25,090 - \$32,396 Annually

18 **OPENING DATE**

August 17, 2005

19 **CLOSING DATE**

Open Until Filled

20 **APPLICATION PROCEDURES**

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, First Floor. TDD Phone Number **713.837.9471**. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

An Equal Opportunity Employer